



**Tennessee Disability Coalition
WorkABLE TN (WTN) Program—Serving Middle Tennessee
Job Description**

**Job Title: Benefits Analyst (BA)
Reports To: Program Director
Starting salary: \$44,000 annually**

Position Summary:

Under the direction of the WorkABLE TN (WTN) Program Director, this position is responsible for educating individuals with disabilities and their families about the effects earned income will have on Social Security Disability benefit(s). The position serves counties of Middle TN and requires (10-25%) travel time, potentially including evenings and weekends. Ideal candidates are located in Middle TN. *Candidates for the position must have extensive experience conducting presentations in small and large group settings.*

This position is:

- Full-time salaried with no expectation of overtime
- Remote work-from-home

Equipment:

The organization will provide a laptop, projector, mobile telephone and other equipment required to perform the functions of the position.

Qualifications/Skills:

- Bachelor's degree or the equivalent combination of education and/or experience.
- Experience working in or understanding of Social Security disability and/or other public assistance and training programs, e.g. Social Security Administration (SSA), Vocational Rehabilitation, Employment Networks, Department of Human Services, Department of Education, TANF.
- Experience working with individuals with disabilities.
- Knowledge of Social Security Administration (SSA) work incentives, a plus.
- Must have extensive experience conducting educational presentations for small and large audiences.
- Ability to communicate in a sensitive and courteous manner.
- Ability to communicate complicated information in a comprehensive and understandable/useful manner in both verbal and written format.
- Ability to self-motivate and work independently.

Job Duties/Responsibilities:



These responsibilities are specific to the position.

- Provide accurate information to beneficiaries with disabilities regarding work incentives available through the Social Security Administration (SSA) by way of conducting community outreach presentations and distributing approved materials such as SSA's "Redbook."
- Explain the effects that working will have on Supplemental Security Income (SSI), Social Security Disability Insurance (SSDI), Medicare and Medicaid benefits, Section 8 housing subsidy, Families First (TANF), SNAP, veteran's administration benefits, and other applicable programs.
- Keep abreast of Social Security disability benefits, other federal, state and local benefits information as related to associated work incentives and able to present this information to event attendees.
- Refer beneficiaries to Community Work Incentives Coordinators (CWIC), as appropriate.
- Actively participate in all required training; including what is recommended by the Program Director.
- Provide outreach to the community regarding WorkABLE TN program services including developing and maintaining relationships with Vocational Rehabilitation staff and others.
- Provide training and technical assistance to colleague Benefits Analysts in the capacity of a mentor; provide training to other agency staff and participate in peer review activities, when appropriate.
- Provide assistance to colleague Community Work Incentives Coordinators.
- Provide timely and accurate reporting weekly and monthly as required by Program Director.
- Respond to Community Partners in a timely manner.

General Responsibilities:

These responsibilities apply to all employees of the Tennessee Disability Coalition.

- Support the organization's vision, mission and values.
- Adhere to the organizations policies, procedures and practices as well as all applicable laws and professional standards.
- Represent the organization professionally at all times.
- Maintain confidentiality of all personal information at all times.
- Exercise necessary cost controls.
- Foster and maintain positive internal and external customer service relationships.
- Demonstrate team behavior and promote a team-oriented environment.
- Demonstrate initiative and strive to continually improve processes and relationships.
- Demonstrate effective communication skills by conveying necessary information accurately, listening effectively and asking questions when clarification is needed.
- Plan and organize work effectively to ensure timely completion.



Position benefits:

The TN Disability Coalition covers 100% of the premiums for full-time employees to enroll in one of two employer-sponsored health plans, a dental plan, basic life policy and short-term disability policy. Full-time employees have supplemental health insurance options, a health savings account, health care flexible spending account and dependent care flexible spending account options.

Mutual of America provides the Coalition's employer sponsored 403(b) Retirement Plan. The Coalition matches the amount our employees contribute to the plan dollar for dollar up to 6% of employee salary after the employee has been with the Coalition for one year.

The Coalition observes 10 designated holidays each year. Paid time off (PTO) accrues per pay period (semi-monthly). Annual PTO earning for full time employees who have been employed 0-5 years is 18 days and increases with tenure to a maximum of 32 days per year. Flexible scheduling is permitted.

Contact Information and Procedure:

All applications (cover letter and resume) must be submitted via email to hr@tndisability.org

The Tennessee Disability Coalition is committed to providing equal opportunities to volunteers, employees, applicants for employment and those seeking our services, consistent with Title VI of the Civil Rights Act of 1964. No person will be discriminated against because of race, religion, creed, color, sex, age, genetic information, national origin, sexual orientation, gender identity, veteran status, disability or Limited English Proficiency (LEP). The Coalition requires that each employee adhere to the same standard of non-discrimination. Each employee is required to have a signed Non-Discrimination Policy statement on file.

In compliance with the American Disabilities Act, the Tennessee Disability Coalition will provide reasonable accommodations to qualified individuals with disabilities. We encourage both prospective employees and incumbents to discuss potential accommodations.